

**FRESNO, CALIFORNIA
CLASS SPECIFICATION**

ASSOCIATE BUILDING INSPECTOR

FLSA STATUS:

Non-Exempt

CLASS SUMMARY:

The Associate Building Inspector is the first and entry level in a four level Construction Inspection series. Incumbents are responsible for enforcing pertinent codes, ordinances, and regulations related to fire, life and health safety, structural and nonstructural, plumbing, mechanical, and electrical elements of construction for public and private residential projects permitted within the City of Fresno and provide consulting services to architects, engineers, designers, contractors, and owners.

Distinguishing characteristics within the class, perform structural, electrical, environmental, or plumbing and mechanical system inspections.

The Associate Building Inspector is distinguished from the Building Inspector, which is responsible for performing journey level enforcement activities associated with residential and light commercial and light multi-family projects.

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TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)

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QUENCY**

1.	Reads and interprets construction plans and specifications.	Daily 65%
2.	Inspects and evaluates residential construction projects and properties to ensure compliance with applicable construction plans, specifications, and codes.	
3.	Receives and responds to questions and/or complaints from a variety of individuals and/or businesses regarding codes and regulations, inspection schedules, inspection results, and code compliance requirements.	Daily 10%
4.	Prepares and maintains construction and building inspection results, files, and reports.	Daily 10%
5.	Attends a variety of meetings related to construction projects and/or progress.	Weekly 5%
6.	Performs other duties of a similar nature or level.	As Required

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Deleted: Positions assigned to Electrical Safety may be responsible for:
Examining, evaluating, and approving electrical installations in single and multi-family residential dwellings.

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Training and Experience (positions in this class typically require):

- Thirty semester units of college level course work in Construction Technology, Architectural Drafting, Industrial Technology, Electrical Engineering, Mechanical Engineering, Engineering, Engineering Technology or closely related field and three years of experience as a general building, plumbing, mechanical, or electrical contractor; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

OR

- Five years journey level trades experience in multi- or single-family residential or light commercial construction and thirty semester units of higher education may be substituted for required general contractor experience;

OR

- Two years of experience as an Environmental and Safety Consultant II, Plumbing and Mechanical Consultant II, or Electrical Safety Consultant II with the City of Fresno may be substituted for required general contractor experience;

OR

- Additional experience may be substituted for the required education on a year-for-year basis. Additional education may be substituted for the required journey level experience on a year-for-year basis up to two years.

Licensing Requirements (positions in this class typically require):

- Basic Class C License
- Certified Combination Dwelling Inspector, Certified Combination Inspector

Knowledge (position requirements at entry):

Knowledge of:

- Basic construction principles and methods;
- Documentation methods;
- Residential construction inspection methods;
- Customer service principles.

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- **Skills or Ability to:**
- Providing customer services
- Using computers and applicable software applications
- Reading and interpreting blueprints, schematics, and other technical drawings related to job duties
- Analyzing, coordinating, and reviewing projects and reports
- Interpret, apply, and explain applicable building codes
- Prepare and proofread clear, concise, and comprehensive reports, records, and other written documents
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, business, organizations, elected and appointed officials, media, etc. sufficient to exchange or convey information, give/receive work direction

Deleted: (position requirements at entry):

Deleted: Skill in:¶

Physical Requirements:

Positions in this class typically require: feeling, finger dexterity, grasping, hearing, repetitive motions, seeing, talking, bending, kneeling, lifting, reaching, standing, stooping, walking, balancing, climbing, crawling and crouching.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

Incumbents may be subjected to moving mechanical parts, electrical hazards, vibrations, fumes, odors, dusts, poor ventilation, adverse weather conditions, environmental hazards, gasses, chemicals, oils, work space restrictions, inadequate lighting, intense noises, travel and disruptive people

Note:

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

Classification History:

Draft prepared by Fox Lawson & Associates (LM)
Date: 12/2007

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| 2. | Prepares and/or completes a variety of forms, lists, stop work notices, and/or other related items; disseminates information to appropriate individuals. | Daily
10% |
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